

Victim Services Training Grant, Questions and Answers, as of 5/16/16

Q: How soon after completing an application would we be notified of our award?

A: It is our goal to respond to requests in approximately ten business days.

Q: I am having difficulty accessing the grant application forms and instructions.

A: All documents are available on COMMBUYS www.commbuys.com/bsa. Click on 'Contract & Bid Search', search for 'bids', using 'any of the search criteria', select '1111-Victim and Witness Assistance Board' as the organization, and click 'find it'. The bid number is BD-16-1111-1111C-1111L-00000008375. All of the forms are also available for download on our website: <http://www.mass.gov/mova/grants/>.

Q: Where can applicants find information on GSA rates for lodging?

A: The GSA website is <http://www.gsa.gov/portal/category/26429>.

Q: If we are only allowed a certain number of awards per year, how would an application submitted in FY16 for a FY17 event be seen?

A: See page 8 of the RGA – the time frame is a max of 2 approved applications in a 12 month period.

Q: If a group of agencies applies for a training, does only the lead agency have this counted against their two events per year, or would all agencies count this against their two events per year?

A: Only the lead agency would have this counted as one of their two approved events in a 12 month period.

Q: There is one process if the request is under \$10,000.00; there is another if the request is over \$10,000.00. Which process should be followed if the request is \$10,000.00?

A: If the request is at or in excess \$10,000.00, follow the process for a request at or in excess of \$10,000.00.

Q: Is a law enforcement agency with a victim services unit eligible to apply for this grant?

A: Yes.

Q: Is a public school district considered to be an eligible applicant? We would like to send staff to training to obtain the skills necessary to work with students who are victims of crime.

A: Yes.

Q: Are per-diem food costs allowable when staff are attending training?

A: Yes – at the allowable GSA rate.

Q: What is required to obtain MOVA approval for a trainer/consultant who has a fee of \$2,000.00 per day, which exceeds the maximum allowable rate?

A: As this request exceeds the maximum allowable rate, this would be unallowable and not approved.

Q: We have already paid some expenses for sending staff to a conference at the end of July. Can we request support for these expenses?

A: This would be unallowable under this grant.

Q: We would like to organize a training for 12 police departments. Can we get technical assistance in writing the proposal?

A: Applicants may submit questions to the procurement team leader as they prepare an application. However, we are unable to directly support an applicant in developing a proposal at this time. MOVA will be tracking requests and will consider hosting a proposal development training in the future.

Q: We are looking to train a domestic violence advocate in the SAFEPLAN program – would this be allowable under this grant?

A: No. SAFEPLAN Trainings are hosted twice a year by MOVA, and while victim service providers are welcome to attend for free, completion of the training does not certify an advocate or authorize agencies to provide SAFEPLAN services.

Q: Is there a maximum grant amount which can be requested?

A: While all requests must include allowable rates for requested costs, there is not a maximum to the total award amount an applicant can request.

Q: If we included training costs in our Renewal Proposals, would you recommend that now apply for those same training costs with this new grant? Or would you rather that we not submit a proposal for this Training Grant because it would duplicate requests?

A: FY17 awards will be announced following the Victim and Witness Assistance Board meeting on May 18, 2016. We recommend that you review your FY17 award prior to submitting an application for the training grant.

Q: If an organization is applying to host a training that is a series, does it have to be a series for the same people or could it be a series with different days for different people? For example, if we want to do workshops for people in various disciplines - healthcare, law enforcement, clergy and develop specialized training workshops for each within the series, with the overall theme of how to handle disclosures and support survivors. Would you consider this one project?

A: This scenario would be allowable if the training focused on the same topic and had the same trainer, but allowed separate trainings for different disciplines (eg: one day for clergy; one day for law enforcement) or different locations (eg: one day for Western MA; one day for Eastern MA).

Q: Are development and presentation of webinars considered “conferences” or “workshops”? The RGA hosting costs provision defines “conferences” broadly but, does not specifically list webinars except to provide that rental or use costs related to conducting webinars/web broadcast are allowable which could be taken to mean costs associated with a web product to be used in the context of an event, not necessarily THE event.

A: Applicants can not apply for development costs under this grant at this time. Any materials “developed” would be owned by OVC and any plan to develop requires prior OVC approval. If this changes, MOVA will release an announcement and more information.

Q: May individual staff members apply to attend a professional development training?

A: No. Individuals may not apply to this grant. The individual’s employer would need to apply for them.